

**BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION**

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**DEGREE GRANTING INSTITUTIONS****Change of Location**

Include the appropriate fee for institutions whose annual gross revenues are:

\$1.0 million or more \$100,000 to \$999,999 under \$100,000

- | | | |
|---------------------------------------------------------------------|--------------|--------------|
| <input type="checkbox"/> Change of Location of Main Campus | | |
| \$285 | \$270 | \$255 |
| <input type="checkbox"/> Change of Location of Branch Campus | | |
| \$95 | \$90 | \$85 |

FOR OFFICE USE ONLY

Date Received:

Code:

Check #:

Ledger #:

SAIL application #:

Instructions: The application and required fees shall be submitted at least 60 days prior to the proposed date of the change in location unless the change is necessitated by an emergency as set forth in CCR Section 71520. Submit this form for *each* campus undergoing a change of location. Include the required documentation and the applicable fee, in the form of a check or money order made payable to the Bureau for Private Postsecondary and Vocational Education. A written determination will be made by the Bureau.

School Name

School Code

()

Physical Address

Telephone Number

City

State

Zip Code

()

Mailing Address (if different)

Telephone Number

City

State

Zip Code

Website URL and E-mail Address (if applicable)

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Contact Person

Telephone Number

PROPOSED New Address

City

State

Zip Code

**TITLE 5, CALIFORNIA CODE OF REGULATIONS
DIVISION 7.5, PRIVATE POSTSECONDARY EDUCATION**

The California Code of Regulations is available to view online at www.oal.ca.gov. Copies are also available from the Bureau. For more information, please contact the Bureau at (916) 574-7720.

Section numbers in parentheses () indicate regulations relating to out-of-state,
degree-granting institutions.

“Council” in the following paragraphs refers to the Bureau.

CHAPTER 2. ARTICLE 6. Section 71500 (72500). Application to Change Location Required.

(a) An institution shall apply in writing to the Council for an approval to change the location of its main campus or the location of a branch campus. The application and required fees shall be submitted at least 60 days prior to the proposed date of the change in location unless the change is necessitated by an emergency as set forth in Section 71520.

(b) The Council shall inform an institution in writing within 10 days of receipt of an application for a change in the location of instruction that the application is complete and accepted for filing, or that the application is deficient and what information is required.

(c) An application shall be considered complete if it contains the information required by Section 71505 and is submitted with required fees.

CHAPTER 3. ARTICLE 4. Section 72500. Application to Change Location Required.

(a) Sections 72500(b)-(e), 72505(b)-(c), 72510 and 72515 of this Article apply only to the regionally accredited out-of-state degree-granting institution's operations in California.

(b) An institution shall also apply in writing to the Council for an approval to change its location in California or that of any of its branches. The institution shall also establish that the regional accrediting association approved the proposed change, if approval is required, before the Council acts under these Articles.

(c) The application fees required under Title 5 of the California Code of Regulations, Section 74008(h) or 74008(i) shall be submitted at least 60 days prior to the proposed date of the change in location unless the change is necessitated by an emergency, as set forth in Section 71520 of Chapter 2.

(d) The Council shall inform an institution in writing within 10 days of receipt of an application for a change in the location of instruction that the application is complete and accepted for filing, or that the application is deficient and what information is required.

(e) An application shall be considered complete if it contains the information required by Section 71505 and is submitted with required fees.

(f) Nothing in this article shall prevent the Council from requesting that the institution provide information, documents, or other evidence in order for the Council to determine whether the new facilities of the institution are sufficient to ensure its capability of fulfilling its program or programs for enrolled students, are appropriate for the defined educational and are sufficient to ensure quality educational programs to the students as provided in Section 94310(a)(1) and 94310(a)(4).

(g) The review of the request and the decision of the Council shall be made within 30 days of receipt of a complete application.

CHAPTER 2. ARTICLE 6. Section 71505 (72505). Contents of Application for Change in Location.

(a) The application for a change in location shall be made in writing and shall contain, at a minimum, the following information:

- (1) The name, current and proposed addresses, and telephone number of the institution;
- (2) A description of the proposed physical facilities;
- (3) A description of any equipment to be used at the proposed facilities that is different from the equipment used at the present facility;
- (4) A statement, together with an explanation, if there will be any faculty teaching at the proposed facilities who are not currently teaching at the present facilities;
- (5) The date on which the institution intends to offer instruction at the new location;
- (6) The distance between the approved location and the proposed new location;
- (7) The reason for the move;
- (8) A description of the actions taken to notify students;

(9) A statement that the person (or persons) whose signature(s) appear(s) upon the application certify(ies) to the best of his/her knowledge that the institution and each signatory comply with all applicable law regarding the operation of an institution;

(10) A statement that the institution has informed students of the change as provided in Section 71510.

CHAPTER 2. ARTICLE 6. Section 71510. Notice to Students of Change in Location.

(a) An institution shall notify students in writing that it intends to move the location of class instruction. Notice may be any method of delivery enumerated in Code of Civil Procedure Section 1005(b) or by personal delivery.

(b) If the institution proposes to move before it enrolls a student, it shall notify the student of the proposed move before the student enrolls. In all other circumstances, the institution shall notify students no later than the time the institution applies for approval to change location.

CHAPTER 2. ARTICLE 6. Section 71515 (72515). Council Approval.

The Council shall grant the approval within 30 days of its receipt of a complete application if the Council determines that the move would not affect the institution's compliance with the Act and this chapter and would not be unfair or unduly burdensome to students. If the Council denies the application, the institution has a right to appeal this decision by requesting a hearing pursuant to Education Code Section 94330(l) and Government Code Section 11500 et seq.

CHAPTER 2. ARTICLE 6. Section 71520 (72520). Emergency Application for Change in Location.

(a) An institution may submit a written application for a change in location necessitated by an emergency affecting the health or safety of students or personnel using the institution's facilities. The emergency application shall contain the reasons why an immediate change in the location of instruction is necessary. The application shall be made on a completed form entitled "Change of Location of Instruction" (DEGREE-GRANTING INSTITUTIONS)

(b) Within three days of receipt of an emergency application for approval to change location, the Council shall inform the institution in writing if the application is complete and accepted for filing, or that the application is deficient and what information is required.

(c) The Council shall approve an application for an emergency change in location within 10 days of receipt of a complete application if the Council determines all of the following:

(1) There exists health or safety perils which necessitate the immediate change in location of the institution's main campus or a branch campus.

(2) The move would not affect the institution's compliance with the Act and this chapter.

(3) The move would not be unfair or unduly burdensome to students.

Signature of Owner, or

If the institution is incorporated: Signature of the Chief Executive Officer and each owner of 10% or more stock, if any, or

If the institution is a nonprofit corporation: Signature of each member of the governing body of the Board of Directors.

Attach additional sheets for the appropriate signatures if necessary.

Certification: "The institution has informed students of the change of location as provided in CCR Section 71510. To the best of my knowledge, the institution and each signatory comply with all applicable laws regarding the operation of an institution. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, as required by CCR Section 71505(9)(10)(b)."

Signature

Title

Date